

Micro Computing Technicians and Specialists

- I. The following career ladder will test an eligible employee for competency(ies) after the employee has completed the probationary/trial period. Should the employee pass relevant tests and/or otherwise demonstrate technical and project management skills as set forth below after completing the requisite period of time in the position, the employee will be reclassified to the next classification and shall receive salary increment increases in accordance with the provisions of the Handbook.

A. Career Ladder Progression – Technician

Technician 1 – upon

1. completion of the probationary period; and
2. submission of evidence of having obtained CompTIA A+ certification

shall promote to:

Technician 2 – upon

1. completion of six-month trial period as a Technician 2;
2. submission of evidence of having obtained an MS Certified Desktop Support Tech Certification (MCDST) or equivalent; and
3. successful completion of one three (3)-month-long enterprise technical project assigned by both MicroTech Supervisors and/or the Division Director

shall promote to:

Technician 3 – upon

1. completion of six-month trial period as a Technician 3;
2. successful completion of a five (5)-day technical course in user account and resource management or an equivalent course as determined by the District; and
3. successful completion of two three (3)-month-long enterprise technical projects assigned by both MicroTech Supervisors and/or the Division Director

shall promote to:

Technician 4.

B. Career Ladder Progression – Specialists

Specialist 1 – upon completion of six-month trial period as a Specialist 1 and upon successful completion of a technical certification training program as determined by the Division Director. Said program shall be annually posted by the Division Director.

shall promote to:

Specialist 2 – (new position in Pay Grade 11).

1. To support the career ladder progression, the District will, when resources are available, supply relevant educational materials for check out to staff.
2. The District shall pay the cost of the initial testing for each certification. Any subsequent testing will be at the employee's own expense.
3. At such time as resources are available, as determined by the Director of Technical Services, the District will provide tuition payment for Technicians and Specialists to attend training course(s). Selection for attendance shall be based upon class certification, needs of the District, prior performance, and seniority.
4. Should the Technician or Specialist leave the MIS Department within one year of completion of the training, the District shall withhold the following tuition reimbursement from the employee's paycheck: 100% if leave within 0-6 months following completion of training; 75% if leave within 6-9 months following completion of training; 50% if leave within 9-12 months following completion of training.
5. Should the District determine that the certification areas referenced herein are no longer appropriate, the provisions herein shall be void upon notice to the employees. All employees shall retain their salary grade attainment in effect at the time the Addendum becomes void. If the District provides said notice and employees have already commenced a training course but have not yet completed it, those employees may elect to complete the course within six months and move to the corresponding pay level pursuant to Paragraph 1.